

Pers. 9

ER 3-8382

MAR 25 1953

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Letters of Condolence to Next of Kin of Deceased Employees

1. Letters to next of kin expressing sympathy because of the death of persons in the employ of the Agency represent thoughtful and considerate gestures by the Agency. Up to now, the preparation and forwarding of such letters has been well handled by the Personnel Office. However, I believe that these letters should be released over the signature of the Director of Central Intelligence.

2. Effective immediately, it is requested that a letter of condolence, prepared for the Director's signature, be addressed to the nearest relative of any person who dies while employed with the Agency. Such letters will not be prepared when security considerations preclude identification of the Agency with the deceased individual's former employment status.

15/

L. K. WHITE
Assistant Deputy Director
(Administration)

SA/DDA:DCK:jeb

cc: DD/A chrono
subject "Personnel-Miscellaneous" ✓

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